

# 2012 CANDLELIGHT PROCESSIONAL INFORMATION FOR DIRECTORS!

Enclosed is pertinent information that will assist you and your group with your performance experience. Please be sure to copy, distribute and cover ALL information in this packet with all performers, chaperones, parents and organization personnel prior to your group's arrival.

## INFORMATION AND REMINDERS

- \* The production is approximately one hour and the performers will be standing throughout the performance. All music for the show must be memorized.
- \* The theater for this show is an open-air facility with a covered stage. "The show must go on" and every effort will be made to perform the show, even during inclement weather, so please be prepared.
- \* All performers must be present for rehearsal.
- \* Camera and cell phone usage is not permitted in any cast member, pre-show, or backstage area.
- \* Have a chaperone collect cell phones and cameras from the students, as they are not permitted in our pre-show area.
- \* iPods and other audio players are not allowed in the rehearsal tent or on stage for the show.
- \* All performers must meet the appearance guidelines outlined in this packet. Performers that are not attired per our guidelines will **not** be able to perform and must remain in the lunch tent throughout the performance(s). They will not receive tickets.
- \* Only performers (9th grade and older), directors (Maximum of two), and chaperones who are 21 years or older (at a one per five ratio to performers) will be admitted into the backstage pre-show area. Additional persons traveling with your group will need to be dropped off at the main entrance of Epcot **BEFORE** your arrival to the pre-show area and they will need a ticket to enter the park.
- \* All chaperones (21 years and older), directors and performers must arrive together, at the scheduled time and location
- \* You must use bus transportation or 15 passenger commercial vans to arrive. Personal vehicles are not permitted in the backstage or rehearsal areas (also called the pre-show area) by Walt Disney World® Company Security.
- \* Upon arrival, please remain in your vehicles or at the meeting location in the park until a Guest Talent Coordinator has greeted both you and your performers. It is imperative that our cast meet with you and the performers before each and every performance to ensure that everyone receives all necessary information. Changes happen very quickly and can be from year to year, night to night or even show to show.
- \* When your group arrives, chaperones and directors will be issued self-adhesive identification stickers. The stickers indicate that the wearer is part of the "Candlelight" show for that evening and are not transferable; these DO NOT provide for show seating. They allow the wearer to move between the park and the pre-show area via the brown door in Italy. Please note that all persons still must be accompanied by a cast member and should not access this door alone.
- \* After a Guest Talent Coordinator has greeted your group, please come to the Candlelight reception office to check in and receive your complimentary tickets.
- \* Directors are provided two seats to view each show in which their group performs. These seats are provided so that directors can monitor their group. To access these seats you will be given a voucher by the booking coordinator.
- \* Buses must relocate after dropping off the group for the performance. The buses may wait at the Downtown Disney Q Lot or the Epcot Main Bus parking lot and may return to the pre-show area after the performance to pick up the group.
- \* If your group is planning to go into Epcot after your show, they may do so. In this event, ALL vehicles must be relocated to Epcot Guest Parking and all persons in your group must exit through the front of the park.
- \* It is **imperative** that all directors and chaperones attend the chaperone meeting each and every time that you perform. Any group not having proper representation at this meeting will not be allowed to perform.
- \* Please remain with your students throughout lunch, rehearsal, and robe lineup for the show. You are responsible for making sure your performers adhere to our guidelines and the Code of Conduct.

**THANK YOU IN ADVANCE FOR YOUR HARD WORK AND DEDICATION THIS HOLIDAY SEASON.**

**WE LOOK FORWARD TO MEETING YOU!**



## COMPLIMENTARY THEME PARK TICKETS

Two "One Day-One Park" admission tickets, *with a one year expiration*, will be issued each **night** of performance to all performers, up to two directors per school or organization, and up to one chaperone for every five performers. If your group is scheduled on December 24th or 25th, each eligible participant will receive four tickets for these days.

*These tickets are to be distributed to all participants, as stated in your Guest Talent Agreement.*

Your tickets will have your organization's name printed on them. You will not receive tickets for anyone above the number confirmed during your confirmation call with us, as the tickets will be printed based on that phone call.

These tickets will be counted by you the director, upon arrival and confirmation from our staff of the number of performers and chaperones in attendance that evening. You will not receive more tickets than what our staff has counted, and you have signed for.

It is illegal for these tickets to be sold, auctioned, raffled, or bartered for money or goods.

You, as the group's director, are responsible for seeing that anyone you distribute these tickets to is aware of these rules. Your group will not be able to perform in the future if any of the tickets are found to be sold, auctioned, raffled, or bartered for money or goods.

In addition, two complimentary theme park admission tickets will be mailed out to you. These are intended for use by your school administration or organization leaders as admission to Epcot to view your group's performance. These complimentary tickets are for park admission only and DO NOT provide for show seating.

**These tickets are a one-time offering and cannot be replaced!**

## Spending Performance Day in the Park

- \* If your group is planning to spend your performance day in the park, please make arrangements with the booking coordinators to pick up your first set of tickets that morning in the Candlelight pre-show area. (Your second set of tickets will be issued during your performance check-in.) Your bus will then relocate to the main bus parking lot at the park of your choice and you will enter the park through the front turnstiles.
- \* If you choose to spend the day in Epcot we can arrange to have a Guest Talent Coordinator meet your entire group in the afternoon at the cappuccino stand between Germany and Italy.
- \* Tickets may be scheduled for pick up between the hours of 9am and 1pm.

## SHOW ATTENDANTS

From your list of chaperones you will be asked to designate at least three of them to be attendants for the show. Two of the three will be escorted to the back of the stage for the performance and the other one will be posted in the lunch tent watching over belongings and also serving as a group representative for WDW staff. ALL attendants are responsible for providing emergency medical information, medical authorization and sometimes accompanying a performer in the event of a medical transport. **Be advised – these attendants will not be able to see the performance.**

For groups performing in both the 6:45pm & 8:15pm performances, we recommend that you plan for three different Show Attendants for each performance. This will allow your chaperones at least one chance to see the show.

## INFORMATION ABOUT PERFORMERS REQUIRING WHEELCHAIRS

Please be aware that there are a limited amount of spaces on stage for wheelchairs. These spaces are available on a first come first serve basis. If you have a performer in need of a space, please call the office to ensure a spot for that performer. We cannot guarantee a spot upon your arrival without prior arrangements. Wheelchairs will not be provided by the production team for personal use in the park.

### Contact Information

#### Booking and Production Information

800-359-0509, Option 1 ext 7581

407-560-7581

[WDWCandlelightGuestChoir@email.disney.com](mailto:WDWCandlelightGuestChoir@email.disney.com)

#### Disney® Youth Group Programs

Information on Disney Performing Arts® Ticket Packages & Group Hotel Reservations **888-779-1757 Option 3**



# 2012 CANDLELIGHT PROCESSIONAL

## CHOIR ITINERARY

### 5:00 PM CHOIR ITINERARY

#### **2:30 PM ARRIVAL / SECURITY GATE CLEARANCE**

Please have all passengers remain in your vehicles until a Guest Talent Coordinator meets with you and verifies the number of choir members.

CHECK IN WITH THE CANDLELIGHT BOOKING COORDINATOR

Confirmation of the group numbers and distribution of show seating passes for group directors

“Performer release forms” will be collected

All performers must have this form completed prior to your group’s arrival

LUNCH

A choice of cold sandwiches, chips, cookies and water will be provided

#### **3:20 PM ANNOUNCEMENTS AND MEETING**

Choir to assemble on rehearsal risers/pre-show announcements

All “show attendants”, chaperones and directors are to meet on the covered deck located in the pre-show area for information on performance

#### **3:35 PM REHEARSAL**

#### **4:15 PM ROBE DISTRIBUTION AND BREAK**

#### **4:30 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION**

Directors may enter Epcot to take their seats in the house

Two theater attendants from each group are escorted to the stage and one tent attendant remains in the lunch tent.

#### **5:00 PM SHOW**

#### **6:00 PM SHOW ENDS**



### 6:45 AND 8:15 PM CHOIR ITINERARY

#### **4:15 PM ARRIVAL / SECURITY GATE CLEARANCE**

Please have all passengers remain in your vehicles until a Guest Talent Coordinator meets with you and verifies the number of choir members.

CHECK IN WITH THE CANDLELIGHT BOOKING COORDINATOR

Confirmation of the group numbers and distribution of show seating passes for group directors

“Performer release forms” will be collected

All performers must have this form completed prior to your group’s arrival

LUNCH

A choice of cold sandwiches, chips, cookies and water will be provided

#### **5:15 PM ANNOUNCEMENTS AND MEETING**

Choir to assemble on rehearsal risers/pre-show announcements

All “show attendants”, chaperones and directors are to meet on the covered deck located in the pre-show area for information on performance

#### **5:30 PM REHEARSAL**

#### **6:00 PM ROBE DISTRIBUTION AND BREAK**

#### **6:30 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION**

Directors may enter Epcot to take their seats in the house

Two theater attendants from each group are escorted to the stage and one tent attendant remains in the lunch tent.

#### **6:45 PM SHOW**

#### **7:45 PM BETWEEN SHOW BREAK**

#### **7:55 PM RISER LINEUP, PROCESSIONAL FORMATION AND CANDLE DISTRIBUTION**

Directors are to return to the pre-show area

Two theater attendants from each group are escorted to the stage

#### **8:15 PM SHOW**

#### **9:15 PM SHOW ENDS**

# 2012 CANDLELIGHT PROCESSIONAL INFORMATION FOR CHOIR MEMBERS

## WELCOME!

The Massed Choir your group is part of is assembled of choral groups selected from all over the world. While we want you to have a memorable and enjoyable performance experience, "Candlelight" is a professional production, and we have high expectations of the choirs we have selected.

The production staff has put this information together to help you prepare for your performance. Read it carefully, as all choir members will be held to these guidelines in order to perform. Your choir director will be able to answer your questions if you need clarification.

## IMPORTANT INFORMATION AND REMINDERS

Please keep in mind that you are receiving complimentary tickets in exchange for your participation in this production. In order to ensure that you are able to perform and to receive your tickets, you must abide by all procedures including: You must arrive with your group in order to perform. If you cannot arrive with your group, you will not be able to perform.

Do not, under any circumstances, come backstage to the pre-show area without a Candlelight escort.

Remind family and friends that only performers, authorized chaperones and directors are to be in the pre-show area.

Any personal items you bring with you will be left in the pre-show area during your performance. There will be hundreds of people in this area so it is best not to bring any valuables!

\* Camera and cell phone usage is not permitted in any employee, pre-show, or backstage area. iPods and other music players are not allowed at rehearsal or on stage. Please give them to a chaperone or leave them on your bus. Students with these items on stage or in rehearsal will be removed from the performance.

The theater for this production is an open-air facility with a covered stage. "The show must go on" and every effort will be made to perform the show, even during inclement weather, so please be prepared.

In order to perform you must meet our performance attire guidelines.

On the day of your performance, drink plenty of water and eat a good lunch.

*Perform in the Show! Smile and Have Fun!*

**Solid White Shirts**  
**Solid Black Full Length Pants**  
**Solid Black Shoes**  
**Solid Black Socks/Hosiery**  
*Socks must come above the ankle*

**PLEASE ALSO REFERENCE THE COSTUMING  
GUIDELINES PAGE FOR DETAILS.**

## PERFORMANCE DAY SCHEDULE

Lunch will be provided when you arrive with your group. It contains a boxed cold lunch and water.

Rehearsal begins right after lunch.

The choir will be assembled in our rehearsal facility on risers that resemble the stage risers.

When the rehearsal begins, we expect choir members to focus on the directions of the Disney Staff and the conductor.

After rehearsal you will receive a choir robe, collar, and a battery operated prop candle for the performance.

Guest Talent Coordinators will direct you into the processional formation and throughout the show.

It is important to remember that the show begins once you enter Epcot for the processional. It continues until you leave the park and are no longer visible by park guests.

As part of the processional, you will walk a short distance in the park and enter through the audience to the stage. There are no microphones in the audience area so you must project your voice towards audience members and Smile!

Once on stage, there will be hanging microphones overhead. These microphones are always on. An audio technician individually monitors each microphone during the show, so remember not to talk while on stage.

**Misbehavior will result in removal from the show**

## A NOTE ABOUT FLORIDA WEATHER

Winter weather in Florida can be unpredictable and ranges from 30°- 80°; please be prepared. Also, the stage can be VERY hot. It is usually another 10°-15° warmer than the air temperature due to the amount of performers on the stage and the high level of lighting. If it is a cool day, it is a good idea to dress in layers, and leave coats and sweatshirts in the lunch tent during the show. If it is a warm day, the stage will be VERY hot, so please make sure to wear lighter breathable materials, such as cotton T-shirts and tank tops, as long as they are solid white, with no mid-drifts showing and no logos.



# 2012 CANDLELIGHT PROCESSIONAL

## INFORMATION FOR CHAPERONES

### WELCOME!

The production staff has put this information together to help you prepare for your group's performance. Read it carefully, as all chaperones will be held to these guidelines in order for your group to perform. Your choir director will be able to answer any questions if you need clarification.

### IMPORTANT INFORMATION

All Chaperones must be at least 21 years of age or older. Because you will be entering a secured, employee only area of Epcot, you will be given a Chaperone ID badge to identify you as part of the production to Walt Disney World® Company Security and production staff. You will be required to carry personal ID with you as well.

Please keep in mind that you are receiving complimentary tickets in exchange for your participation in this production. There will be a mandatory meeting for ALL chaperones with one of our Guest Talent Coordinators. Following the meeting, those chaperones not acting as one of the three required Show Attendants will be escorted into the park via the brown door between Italy and Germany by a Guest Talent Coordinator. Please use only this door to move between the park and the pre-show area. Also, please note that you should still be accompanied by a cast member and should not access this door alone.

### HOW CHAPERONES CAN SUPPORT THEIR CHOIR MEMBERS

Familiarize yourself with each performer in your group or those you have been assigned to chaperone.

Remain with your group until you have been released by the production staff.

Upon arrival, collect cell phones and cameras. *Any use of these items from chaperones, directors and performers in our backstage and pre-show areas is strictly prohibited.*

Encourage the performers to drink plenty of water and stay hydrated.

Check with your director regarding who will act as Show Attendants.

Assure that each performer can appear on stage by familiarizing yourself with our appearance guidelines.

You may want to bring an "Emergency Candlelight Kit" with you. This kit should include: extra black socks, shoelaces, black shoes, safety pins, white t-shirts, black pants, Tylenol, band-aids, etc.

**Chaperones acting in an official capacity, this includes all those arriving with the group, are not permitted to purchase the "Candlelight" Dinner and Show Package**

### FOR THOSE SELECTED TO BE A SHOW ATTENDANT

In order for your group to perform, we require three of your chaperones to serve as Show Attendants. To fill this role, each chaperone must be at least 21 years of age and willing to assist if there is a medical emergency.

**Show Attendants should think of themselves as part of the stage crew for the show; as such, they will not be able to watch the performance.**

Two of the Show Attendants will be escorted to the stage, where they will remain in the wings during the performance. These two "Theater Attendants" will be the first people we go to if consent for medical treatment of a minor is needed, as well as accompanying the minor while being transported in the unlikely event of an emergency.

The third Show Attendant, also known as the "Tent Attendant", will remain in the lunch tent in the event that a performer cannot perform, to act as a group representative for WDW staff and to watch over the group's belongings in the tent.

For groups performing in both the 6:45pm & 8:15pm performances, we recommend that you plan for three different Show Attendants for each performance. This will allow chaperones at least one chance to see the show.

ALL chaperones who are being escorted to the stage for performance MUST be at the designated location on time. Because of the important responsibilities given to the Theater Attendants, i.e., medical authorization, failure to meet on time may result in the entire school being pulled from our production.

### SEATING FOR THE SHOW

"Candlelight" is a professional production, and as such, complimentary seating is NOT provided to production personnel, performers or chaperones. If you would like to view the performance, you must wait in the theater queue for show seating. Seating for all Epcot guests is limited and is not guaranteed. While waiting in the Queue line to see our show, chaperones and any other school representative including parents must follow WDW Park guidelines as would be expected by any other of our day guests. Any guidelines that are not adhered to by any school representative such as saving a place in line or allowing others to "cut" the line can result in their removal from the park.

# CANDLELIGHT PROCESSIONAL DRESS CODE FOR CHOIR PERFORMERS



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## **SOLID WHITE SHIRTS**

NO PRINTS OR LOGOS.

ANY STYLE IS FINE, EXCEPT HIGH COLLARS/TURTLENECKS

T-SHIRTS AND TANK TOPS ARE ACCEPTABLE AND RECOMMENDED DURING WARMER WEATHER.

NO BARE MID-DRIFTS PLEASE

## **SOLID BLACK PANTS**

WE REQUIRE FULL LENGTH BLACK PANTS, IN GOOD CONDITION.

NO CAPRIS, SWEAT PANTS, STRIPED, PRINTED, FADED OR STONWASHED PANTS INCLUDING JEANS.

## **BLACK HOSIERY/SOCKS**

SOCKS ARE REQUIRED AND MUST COME ABOVE THE ANKLE.

**\*ANY COSTUMING/APPEARANCE CONCERNS WILL BE LOOKED AT AND HANDLED ON A CASE BY CASE BASIS BY WDW PRODUCTION STAFF.**

## **JEWELRY, HAIR & ACCESSORIES**

EARRINGS – LADIES: MAXIMUM OF TWO PER EAR. MUST BE NO LARGER THAN A QUARTER, OR DANGLE BELOW THE EAR LOBE BY MORE THAN 1”.

MEN: MAXIMUM OF ONE PER EAR. EARRINGS MAY NOT DANGLE OR WRAP AROUND THE LOBE.

NO “GAUGES”, “RAM HORNS” OR FACIAL PIERCINGS.

ACCESSORIES – NO CHOKERS OR NECKLACES THAT CANNOT BE COMPLETELY HIDDEN BY COLLAR. ONE BRACELET OR WATCH PER ARM. WATCHES MUST BE NEUTRAL COLORED (GOLD, SILVER, BLACK, BROWN, ETC.) WITH A FACE NO LARGER THAN A QUARTER.

ONE RING PER HAND NO LARGER THAN A DIME.

HAIR – LADIES: MUST BE A NATURAL HAIR COLOR OR A MIXTURE OF NATURAL HAIR COLORS.

MEN: MUST BE A NATURAL HAIR COLOR.

EXTREME OR BI-LEVEL STYLES ARE NOT PERMITTED.



# CANDLELIGHT PROFESSIONAL DRESS CODE FOR CHOIR PERFORMERS

## ACCEPTABLE FOOTWEAR

COMFORTABLE, **ALL-BLACK** ATHLETIC OR **ALL-BLACK** DRESS SHOES



BOOTS – ALL BLACK. NO VISIBLE BUCKLES, STRIPES OR FUR THAT CANNOT BE COVERED BY THE PANTS. MUST NOT HAVE A HEEL HIGHER THAN 2"

HIGH HEELS MUST NOT HAVE A HEEL HIGHER THAN 2" (FOR SAFETY AND COMFORT, PLEASE REFRAIN FROM WEARING HIGH HEELS)



## UNACCEPTABLE FOOTWEAR

SHOES WITH NON-BLACK SOLES,  
NON-BLACK LACES, NON-BLACK STITCHING  
SANDALS  
OPEN TOED SHOES  
BACKLESS SHOES  
CLOGS  
FLIP FLOPS  
"MONKEY FEET"/ FIVE FINGER SHOES  
UGGS



\*PERFORMERS PLEASE CHOOSE SHOES FOR COMFORT AS YOU WILL BE STANDING AND WALKING FOR EXTENDED PERIODS OF TIME

\*ANY COSTUMING/APPEARANCE CONCERNS WILL BE LOOKED AT AND HANDLED ON A CASE BY CASE BASIS BY WDW PRODUCTION STAFF.